

REQUEST FOR DATA

The purpose of this form is to request employee information from Human Resources for specific reasons. Please allow at least 24 hours for Human Resources processing

Reason for request: _____

Requested by: _____

Date needed by: _____

Please check all that apply:

TYPE: ☐ In-house mailing OR ☐ Mailing to home address

DATA:

- ☐ Faculty
- ☐ Staff
- ☐ Both Faculty & Staff

- ☐ Full-time employees
- ☐ Part-time employees
- ☐ Both Full-time & Part-time

- ☐ Rindge
- ☐ Centers
- ☐ Both Rindge & Centers
- ☐ Single Department/Location (Specify Here: _____)

- ☐ Campus Mail (as used by in-house Processing Center)
 - ☐ Department Name
 - ☐ University e-mail address
 - ☐ Home mailing address
 - ☐ Additional information (subject to HR approval)
- _____
- _____

Please email this completed form to *HRDept@franklinpierce.edu*.

HUMAN RESOURCES USE ONLY

Date received in HR: _____

Date processed: _____

HR approval: _____

Date sent to requester: _____